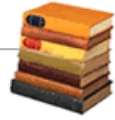




**Sadie Pope Dowdell** Public Library  
*South Amboy, N.J.*



## **JOB POSTING > Library Associate (Young Adults)**

The Dowdell Library of South Amboy seeks an energetic and self-motivated youth services individual who is tech-savvy and enjoys providing friendly customer service.

### **Basic Responsibilities**

- Collaborates with program team to create and present programming
- Co-leads weekly school library tours and cultivates collaborative relationship with the schools and community
- Provides readers advisory to young adults and children
- Assists in overall operation of the Children's/Young Adult Department
- Manages collection development/cataloging of children's/teen's books/media
- Contributes creative content to the library's dynamic online presence
- Occasionally acts as the building in-charge person
- Other duties as needed

**Qualifications/Requirements:** The ideal candidate should have a Bachelor's degree, possess excellent communication and writing skills, and have a welcoming and enthusiastic demeanor with young adults and children. Demonstrated knowledge and experience with SirsiDynix cataloging is preferred. Candidates with Associate's degrees and MLS candidates are welcome to apply.

**Schedule:** Applicants must be available to work Monday, Tuesday, Wednesday and Friday 12-5 pm for a total of 20 hours. The schedule includes one Saturday afternoon rotation per month and an occasional evening. Additional hours may be available.

**Compensation:** Once permanent, the employee will be eligible for one week paid vacation. Salary: \$20/hour. Sick leave and pension benefits available.

**How to Apply:** Cover letter and resume should be submitted to Elaine R. Gaber, Director, by September 30, 2023 at [egaber@dowdell.org](mailto:egaber@dowdell.org).

Application review will begin immediately and continue until position is filled.

**EOE**